

**Title II, Part A  
Improving Teacher Quality  
Monitoring and Technical Assistance Checklist**

**System**\_\_\_\_\_ **School Year**\_\_\_\_\_ **Date of Review**\_\_\_\_\_

**Current Year's Allocation:** \_\_\_\_\_ **Carryover:** \_\_\_\_\_ **Total Budget:** \_\_\_\_\_

Requirement	Evidence	Requirement Met				Comments
		Yes	No	Not complete	N/A	
Planning:						
The district conducts a needs assessment to determine professional development, teacher quality, recruitment and retention, and class size reduction priorities.	Data collected from surveys					(Included in application)
	Meeting agendas and stakeholder lists					
Teachers from Title I schools are included as participants.	Mail receipts and copies of letters and declinations from private schools.					(Included in application, stakeholders' list)
Teachers from charter schools are included.						(Included in application)
Private schools are invited to participate in planning and implementation.	Executive summary of the needs assessment					(Included in application, mail receipts, letters, declinations are required.)
Title II-funded activities are identified in the needs assessment.	Alignment of activities with needs assessment					(Included in application)
Professional development activities are determined by scientifically-based research or evidence of effectiveness.	Citations or evidence based on data in the application					(Included in application)

Requirement	Evidence	Requirement Met				Comments
		Yes	No	Not complete	N/A	
Meeting the 100 Percent Goal						
The district has a plan in place for each teacher who has not met the HQ requirements.	Copy of the district’s plan					(Submitted as requested)
The district includes a plan for charter school teachers who must meet the HQ requirements.	Copy of the district’s plan with consideration for the percentage exempted from certification					(Submitted as requested)
HOUSSE documentation must be kept for those teachers who have completed the process.	Copy of completed HOUSSE plan					
CSR teachers are highly qualified. (This is determined at the SEA level for teachers whose names are submitted on the application.)	Confirmation that the teachers listed on the application are being supported by Title II-A funds					(Names included in application)
Equitable Distribution						
The district implements strategies to ensure that poor and minority students are taught by HQ teachers.	Assurances LEA equitable distribution plan					
Expenditures						
Districts must comply with maintenance of effort requirements.	Maintenance of effort worksheet (Title I)					
Funds must be used to supplement not supplant.	Supplement/supplant worksheet, financial documentation					
Duties for personnel must be allocable to Title II-A for funding	Professional job description with responsibilities and time logs on file					(Included in application or available upon request)

Expenditures are appropriate and reasonable.	Title II-A budget with detailed documentation of expenditures					(District Auditing)
Districts encumber and draw down funds in a timely manner.	Evidence of implementation					(Spreadsheets are available from Project Accounting and provided to program managers.)
Private schools are provided equitable participation.	Worksheets for determining equitable services					
<b>Parents' Right to Know</b>						
Parents are informed that they have a right to know the qualifications of teachers.	Letter sent to parents (Title I) Website link					
Parents in Title I schools must be informed when their child is taught by a non-HQ teacher for 20 consecutive days.	Copies of letters sent to parents (Title I)					
<b>Accountability</b>						
Section 2141 funds set aside to meet the HQ requirements of each teacher	Recruitment and Retention activity 1, evidence that funds supported teachers (5%, Title I)					(Included in application)
Paraprofessionals may not be hired with Title I funds except under specific, limited circumstances.	Documentation that paraprofessionals have not been funded by Title I unless specific criteria have been met					

Title II-A District Contact \_\_\_\_\_ Date: \_\_\_\_\_